

Subdivisions of Property Without Plat Within Unincorporated Area Only

(Ohio Revised Code Sections 711.001, 711.131 and 711.133)

Submit To: Stark County Auditor – Tax Map Office
110 Central Plaza S., 2nd Floor, Room 210, Canton, Ohio 44702

Date/Time Received: _____ **By:** _____

Date Description Approved: _____ **By:** _____

Note: Application must be complete and include all required data before acceptance for processing (see below).

Note: If you have any questions when filling out the application, please contact the Stark County Regional Planning Commission staff at 330-451-7389.

To Be Completed By Applicant

Property Information

Location: _____ **Size of Parcel:** _____
Township Name and Quarter Section Acreage

Parcel Fronts On: _____ **Original Parcel No.:** _____
Name of Street

Type of Property Division (check one):

- | | |
|--|--|
| <input type="checkbox"/> Exemption under Section 711.001 ORC | <input type="checkbox"/> Large Lot Division under Section 711.133 ORC |
| <input type="checkbox"/> Division under Section 711.131 ORC | <input type="checkbox"/> Agricultural or Personal Recreational Exemption under Section 711.133 ORC |

Grantor/Owner Information

Owner/Grantor: _____
Street Address: _____
City: _____ **Zip Code:** _____ **Telephone:** _____

Grantee: _____

Applicant Information

Applicant: _____
Street Address: _____
City: _____ **Zip Code:** _____ **Telephone:** _____

Purpose of Division: _____

Signature of Applicant: _____

To Be Completed By SCRPC Staff

Date Received at RPC office: _____ **Application #:** _____

Approved by: _____ **Date:** _____

Disapproved by: _____ **Date:** _____

Reason for Denial or Comments: _____

[\$35.00 filing fee due to SCRPC when completed application is picked up.]

Received by Applicant: _____

Printed Name: _____

Date: _____ **Receipt No.:** _____

Note: Appeals may be filed within 45 days of the date of denial to the Stark County Regional Planning Commission for review. Applications for variances and appeals are available in the RPC office or online at: www.rpc.starkcountyohio.gov. The filing deadline is the 17th of each month.

If claiming an exemption for agricultural or personal recreational use under ORC 711.133, the following documentation must accompany this application, in accordance with Sections 312.B.4 and 312.B.5 of the Stark County Subdivision Regulations:

1.

An affidavit, signed by the grantee, certifying the proposed tract will only be used for agricultural or personal recreational purposes, and that any change in use shall require the Planning Commission staff first determine the tract complies with the then current provisions of Section 312.

2.

The grantor shall set forth in the deed that the tract being conveyed is to be used for agricultural or personal recreational use only and will be exempt under ORC 711.133

If being subdivided under ORC 711.131 or 711.133, signed certification that tracts created, including any remainder tract, are in conformance with the following applicable regulations. These endorsements may be processed simultaneously with all of the agencies below, as long as the endorsement pages are submitted at the same time to the Tax Map Office.

Stark County Sanitary Engineering Department

(1701 Mahoning Road NE, Canton, Ohio – Phone: 330-451-2304)

If proposed division will be on Sanitary Sewer, this application must be reviewed by the **Stark County Sanitary Engineering Department** prior to submittal.

☐

Sewer is Available

☐

Sewer is Not Available

Sanitary Engineering Department:

Signature

Date:

If sanitary sewer connection is required by the Stark County Health Department:

Sanitary Engineering Department:

Signature

Date:

Stark County Health Department

(3951 Convenience Circle N.W., Canton, Ohio – Phone: 330-493-9904)

If sewage treatment (septic) system will be used, this application must be reviewed by the **Stark County Health Department** prior to submittal. Proposed division has been reviewed to demonstrate that adequate space is available for a sewage treatment system and an area for replacement.

☐

Approved for STS

☐

Disapproved

Health Department:

Signature

Date:

Township Zoning

(Check the box below that applies)

☐

ORC 711.001 (20.001 or more)

☐

ORC 711.131 (division, up to 5.000 acres)

☐

ORC 711.001 (small tract to adjacent owner, clearly not an additional building site)

☐

ORC 711.133 (division, 5.001 to 20.000 acres)

I hereby certify that the tract(s) created by this proposed division of property, including any remainder tract, conform to the current zoning regulations of _____ Township, or a variance has been approved by the BZA.

Zoning Inspector:

Signature

Date:

Access Management

(2088 S. Arlington Road, Akron, Ohio, 44306 – Phone: 330-786-3160)

☐

Approved

☐

Disapproved

Ohio Department of Transportation:

Date:

Subdivision of Property Without Plat (Lot Split) Procedure

Prepared by the Stark County Regional Planning Commission (SCRPC)

201 3rd Street NE, Suite 201

Canton, OH 44702-1211

This is a procedure form for reference by parties involved in the submission of subdivisions of property without plat (lot split) within any of the unincorporated areas of Stark County. All section references are to the Stark County Subdivision Regulations, unless otherwise noted.

STEP ONE SCRPC	Contact the Comprehensive Planning Dept. (330-451-7389) at SCRPC to determine the type of division of property (division, exemption, large lot, or large lot exemption)
STEP TWO Township Zoning Inspector	Contact the Township Zoning Inspector to verify compliance with the township zoning regulations.
STEP THREE Stark County Health Department (Only if Sewage Treatment (Septic) System (STS) will be used); If Sanitary Sewer is going to be used, please verify.	Contact Stark County Health Dept., 3951 Convenience Circle, (330-493-9904), only if the newly created tract(s) will require a sewage treatment (septic) system (STS). The Health Department will have you make an application for a percolation test.
STEP FOUR Surveyor	Contact a registered professional surveyor for an accurate survey drawing of the metes-and-bounds description with the surveyor’s seal, legal description, and closure data.
STEP FIVE Attorney/Title Company	Contact an attorney or title company to prepare the new deeds required for the subdivision of the tracts.
STEP SIX “Subdivisions of Property Without Plat within Unincorporated Area Only” Application	Prepare the applications. These forms are available on the SCRPC website (www.rpc.starkcountyohio.gov) under the Subdivision page, or may be picked up at the SCRPC office. A separate application is required for each division of property, and is required to be signed when submitted.
STEP SEVEN Application Endorsements	All of the following may be processed <u>at the same time</u> , using separate copies of the application, survey map, legal description and deeds:
Stark County Sanitary Engineering Department Review (on sanitary sewer) OR: Stark County Health Department Review (only if STS (septic) will be used)	Call the Stark County Sanitary Engineering Dept. (330-451-2303) for an appointment: take the survey map, legal description, application for review and signature. Not required if tracts are “exempt.” (see Step 1) Call the Health Department for an appointment: take the survey map, legal description, application for review and approval (signature). Not required if tracts are “exempt.” (see Step 1)
Township Zoning Inspector’s Review	Call Township Zoning Inspector for an appointment: take the survey map, legal description, application for review and signature. Encouraged, but not required if tracts are “exempt.” (see Step 1)
Ohio Department of Transportation (ODOT) Review (<u>ONLY</u> if the tract is adjacent to a Federal or a State Highway)	Call the District 4 Office of ODOT (330-786-3100) for an appointment: take the survey map, legal description, application for review and signature. Not required if tracts are “exempt.”

Subdivision of Property Without Plat (Lot Split) Procedure	
STEP EIGHT Stark County Auditor’s Office/GIS Dept. Review of Surveyor’s Map and Legal Description(s)	<p>Take the following items to the Tax Map Office of the Stark County Auditor’s Office, 110 Central Plaza South, 2nd Floor, Room 210, Canton, (330-451-7296) for review and approval</p> <p>The new original deed or deeds with a copy of the description attached as an exhibit,</p> <p>The surveyor’s original signed and sealed description of parcel (tract),</p> <p>Surveyor’s signed & sealed original survey map,</p> <p>Surveyor’s mathematical closure data, and</p> <p>Separate applications for each tract being created signed by appropriate agencies (see Step 7), and</p> <p>Any supporting documentation, if required by Sections 310, 311, 312, or 313.</p>
STEP NINE SCRPC Review	<p>The Auditor’s Office forwards required documentation to the Planning Commission staff for final compliance review and approval. This final review usually takes up to seven working days. When picking up the deeds, a fee of \$35.00 per tract created will be paid at the SCRPC Office.</p>
STEP TEN Attorney or Title Company	<p>Have deeds executed at attorney or title company office. If already executed, skip to next step.</p>
STEP ELEVEN Stark County Auditor’s Office	<p>Take the deed(s) to the Stark County Auditor’s Office, 110 Central Plaza S., Second Floor, Canton, (330-451-7296) to have the transfer completed.</p>
STEP TWELVE Stark County Recorder’s Office Deeds	<p>Take the deed(s) to the County Recorder’s Office, 110 Central Plaza S., First Floor, Canton, (330-451-7443) for review and recording.</p>

***For more information, contact:** Stark County Regional Planning Commission
330-451-7389
(reference “Lot Splits” when placing call)*